

**City of Burlington Housing Authority
Riverview Manor
February 12, 2009**

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, February 12, 2009 at Riverview Manor at 6:30 P.M. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Secretary Heck, Board members LeRoy Stoehr, Kelly Iselin, Charles Stuble and Resident Manager, Dorothy Henning.

Minutes from the January 22nd. meeting was dispersed to board members and a motion was made by Stoehr to approve the minutes as read, seconded by Iselin and carried unanimously.

FINANCIAL REPORT:

Reserve Account balances as of January 30, 2009

First Banking Center	\$ 87,621.94
M&I Bank	<u>\$ 26,644.97</u>
TOTAL	\$ 114,266.91

OCCUPANCY REPORT:

Manager Henning reported 25 on the waiting list for 1 bedroom units and 1 waiting for a 2 bedroom unit. There will be 3 vacancies in the near future.

BUILDING AND MAINTENANCE:

- **Discussion of heating and air conditioning work being performed late per preventative maintenance contract. Chairman Lapp will contact contractor regarding this.**
- **Installation of surveillance cameras being discussed for doors, stairs and vestibule. Manager Henning has contacted various companies for information and costs.**
- **“Focus on Energy” assessment discussed and the board agreed that more information is needed regarding possible replacement of fixtures in dining areas of the units in Riverview.**
- **Bills for snow removal and heating for Riverview were reviewed for December and January and both are well over budget.**

COMMUNICATIONS:

- Approval by the Board was given to send Manager Henning and Chairman Lapp to a software seminar on March 25th. In Rockford, IL. at a cost of approximately \$235.00.
- Residents will receive written notice reminding them that Riverview Manor is a "Smoke Free" facility. The Burlington Fire Department has been contacted and has agreed to assist when necessary to curb the problem currently at hand.

NEW BUSINESS:

- Due to meet the rising costs of maintenance, repairs and everyday operations, the Board members deemed it necessary to increase the rent in 2009. It was suggested the rent be increased by \$25.00 per month.

UNFINISHED BUSINESS:

- A copy of the current By-laws with recommended changes made by board members regarding Secretary duties performed in Article II – Section 4. was returned to City Hall for amendment. Upon receiving the redrafted by-law changes and approval by Board Members, the annual meeting will be held with election of officers.

ADJOURNMENT:

There being no further business, motion to adjourn was made by Stublely, seconded by Stoehr and carried unanimously. Meeting adjourned 7:55 P.M.

The next monthly meeting is scheduled for Mar. 12, 2009.


Ralph Heck, Secretary